



TOWN OF SOUTHAMPTON

INCIDENT ACTION PLAN INSTRUCTION SHEET

The purpose of the Incident Action Plan (**IAP**) is to identify and mitigate any potential risks associated with the planning, implementation and successful completion of the event referenced. The parties that are planning and coordinating this event are committed to ensuring that all participants, sponsors, community members and emergency personnel are able to partake in the event in a safe and organized manner. Prior to the event, on site personnel must be advised of this action plan and their duties during an actual emergency. The procedural information contained herein will be strictly adhered to.

*FILL OUT ALL REQUESTED INFORMATION AND MAKE CHANGES TO REFLECT THE **ACTUAL CONDITIONS** OF YOUR EVENT.*

- Fill in the basic information for the event
- For the next 6 paragraphs: please read through each paragraph carefully and add information where requested. Make changes that will reflect the **actual conditions for your event**. For example: if your event will not have “on site police personnel”, the reference to this needs to be removed/crossed out throughout the document and changed to reflect the environment (possibly, on site event personnel fits better). The same goes for children. If none are anticipated, cross out or delete the section.
- Emergency Numbers: Please delete the phone numbers that do not apply, given the event location. For example: If your event is taking place in Bridgehampton, please only keep the Bridgehampton Fire Departments and Ambulance. 911 should always be the primary number for all emergencies. Because of issues specific to dispatching for Bridgehampton 324-4477, Hampton Bays 728-5456, Sag Harbor/Noyac 324-6550 and Southampton 283-0056 we are asking that when possible you have someone call both 911 and the specific number if possible.

This IAP should be submitted with the Special Event Application, as the application cannot be reviewed without this document.

Any questions regarding this document or safety concerns, please call the Chief Fire Marshals Office at 702-2920 or ckraft@southamptontownny.gov.